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SPECIAL BULLETIN

OFFICE OF TRAINING

25X1A [redacted]

6 May 1969

To: All Training Officers of the Agency

AGENCY DEPENDENTS AS TUTORS FOR
THE LANGUAGE SCHOOL, OTR

The Language School of OTR wishes to develop a roster of dependents of Agency employees who are available to teach foreign languages on a part-time basis, normally between the hours of 9:00 a.m. and 5:00 p.m. The primary qualification is high or native ability in speaking the foreign language. Those persons selected would be security cleared and employed under a WAE contract with the Language School. Work under this arrangement would be on an irregular basis. Those persons who have no experience as a tutor would be given training and guidance in the techniques of tutoring. The pay for tutoring is based on a regular established hourly rate.

Agency employees should send biographic information on their dependents to the Chief, Language School at 2109 Arlington Towers. The information required will include full name, home address, telephone number, date of birth, place of birth, most recent employment (with last or current salary), citizenship, educational level attained and principal subjects studied, teaching experience, language(s) of competence (with degree of competence) and Agency sponsor.

Although the greatest demand for tutorial instruction is in the world languages we do have tutorial requirements from time to time in other languages. The ability of the Language School to use the dependent's language skill depends upon requirements levied on the School. Please contact [redacted] 25X1A for further information about this program. 25X1A

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